

## 15. Greetings and Self-Introduction



**At the end of this lesson, you shall be able to:**

- identify words used to greet others
- find difference between formal and informal greetings
- learn how to introduce yourself to others.



### a. Greetings

Greetings are a polite way of starting a conversation. We greet someone when we meet them. How we greet them depends on the person, situation and level. Greetings can be classified as formal and informal greetings.

### b. Self-Introduction

We may meet different people at different points in time. Sharing information about ourselves when we meet people for the first time depending upon the context is called self-introduction.



What I already **K**now

What I **W**ant to find out

What I **L**earned



### GREETINGS IN ENGLISH

- a. Formal greetings are used when you meet someone new, older in age or someone in a higher position than you. The conversation may be in the following contexts:
- business meetings or job interview
  - communicating with higher officials
  - exhibiting respect to elders
  - meeting people we do not know well
  - meeting new colleagues.

**GREETINGS IN ENGLISH**

Good morning - Good afternoon - Good evening

A.M.      midday/noon      P.M.      midnight      A.M.

5:00 6:00 7:00 8:00 9:00 10:00 11:00 12:00 1:00 2:00 3:00 4:00 5:00 6:00 7:00 8:00 9:00 10:00 11:00 12:00 1:00 2:00 3:00 4:00

morning      afternoon      evening      night

**GOOD MORNING**      **GOOD AFTERNOON**      **GOOD \* EVENING**      **GOOD MORNING**

if you wake up very early in the morning.

sunrise      day      day      sunset      night

Hi (informal) = Hello  
Common greetings for any time of day.

\* **GOOD NIGHT** is only used when you leave, say goodbye, or go to bed.

www.grammar21      www.woodwardenglish.com      www.vocabulary.com

Expressions	When to use	For whom to use
Good morning/Good afternoon/ Good evening	in a formal situation	<ul style="list-style-type: none"> <li>• colleagues</li> <li>• business clients</li> <li>• formal relationships</li> <li>• new neighbours</li> <li>• superiors at office</li> <li>• members of official team</li> <li>• meeting for the first time</li> </ul>
Good Morning/afternoon/ evening <b>Mr. _____</b> or <b>Ms. _____</b>	in a formal situation, if you know the person already	
Good morning/afternoon/ evening <b>everyone</b>	with a group of people at a formal meeting	
Hello. How do you do?	while meeting someone for the first time, business meeting.	
Nice to meet you. / Pleased to meet you.	in a formal situation when you meet someone for the first time	
How are you?	to start a conversation in a formal meeting	

- b. Informal greetings are used when you meet friends, people of the same age group and people you are closer to. Informal greetings do not follow the rigidity of formal greetings. An informal question may be responded in many ways.

### Informal Greetings

- Hello
- Hi
- How are you doing?
- How have you been?
- How are things going?

### Informal Responses

- Hello/Hi
- Hi
- Fine, thanks and you?
- Great, thanks

### Informal closings

- I have to go now, bye
- I'll see you later/around, bye
- Have a nice day, bye



- c. Self-Introduction

When you meet someone new, you introduce yourself by telling them what your name is, where you come from, what you are studying, where you work, what you like to do.

My name is George.

I am from Goa.

I am a residential electrician.

I inspect electrical components for safety.

I like installing wiring and lighting at home.

I find my job exciting and interesting.









1. Sort the following formal and informal greetings. Write formal / informal in the space provided. Identify who you will greet them with. Also write the appropriate response you may receive in the space provided.

Expressions	Formal / informal	Used to greet ...	Response
Hi, how are you?			
Good morning.			
Hello!			
How have you been?			
How are things?			
How do you do?			

2. Formal and informal greetings are given in the following table. Identify them and tick against them in the space provided. The first one is done for you.

Expressions	Formal	Informal
		
Hi, how's life?		✓
How are you?		
Good evening, Jerry.		
Hey, come and join us.		
I am Satish from Ranchi.		
Hello, this is Janaki from Nagpur.		
Hey, it's long time since we met.		
My name is Ranjith.		

3. Choose a partner. Use the following frames and words given. Introduce yourself and listen to your partner's introduction. Note down your partner's responses in the space provided.

I am _____ (name) I come from _____ (village/town/city) My father is a _____ (father's job) My mother is _____ (mother's job) I have _____ (brothers and sisters) I like _____ (actor, food, game, music) I want to become _____ (businessman, fitter, welder) My aim is _____	
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4. Look at the following examples for self-introduction. Using the words given fill in the blanks with details about your family.

<p>Hi. My name is Deepak I come from a big family. I am the only child in the family. I have 3 aunts, 6 cousins. My mother is not tall. She has short hair and green eyes. My mother is a typist. She is very kind. I like her.</p> 	<p>My name is Kirana. Let me introduce my family first. I livewith my dad, my mother and my elder sister. We live in Chhattisgarh. My dad is self-employed. My mother is a housewife. My sister is 20 years old and works in a bank.</p> 	<p>Hi. My name is Deepak. I come from a big family. I am the only child in the family. I have 3 aunts, 6 cousins. She is very kind and I like her. I miss my mother when we are not together.</p> 
<p>I am Thara.I am 17 years old. I live with my family. Our family has four persons. I have a younger brother. My mother is a teacher in a primary school. My father is a government employee. My brother is a trainee reading in class 7. We live in Baroda. I am also a trainee. I am training in welding in ITI. I just passed from my school.</p> 	<p>Let me introduce about my family first. I live in a small but nice village with my family. In my family, there five members, my two brothers, my parents and me. My father is a farmer. My mother is a housewife. My elder brother works for a company. My younger brother is a motor mechanic. I am Shekar training in secretarial practice in Pusa ITI in Delhi.</p> 	

(father, mother, brother, sister, work, study, like, tall, short, happy, small)

My name is \_\_\_\_\_


I live with my family in \_\_\_\_\_

There are \_\_\_\_\_ members in my \_\_\_\_\_

I have \_\_\_\_\_

My \_\_\_\_\_ in \_\_\_\_\_

My brother \_\_\_\_\_



5. Choose a partner. Using the words and frames given, introduce yourself to you partner. This time the introduction is about your likes and dislikes.

(chocolates, ice-cream, movies, colour, bike, car, city, food, games)

I am \_\_\_\_\_

I like to eat \_\_\_\_\_ during summer.


I like watching/playing \_\_\_\_\_

My favourite colour is \_\_\_\_\_

I like driving \_\_\_\_\_

I like to visit \_\_\_\_\_

I like to eat \_\_\_\_\_ for lunch/dinner.





6. Look at the table below. Details about two people are given in the table (two columns). This is an activity to be done in two parts.

a. Choose a partner.

Read the details of the person in the first column.

Imagine that you are the person.



Introduce yourself to your partner.

Ask your partner to make notes in the space provided.

b. Your partner will read the details of the person in the second column.

Your partner will imagine to be the person in the second column and introduce himself.

Ask your partner to make notes in the space provided.

Column 1	Column 2
<p>Arvind is a welder. He is 24 years old and is unmarried. He completed his diploma from Cuttack. He is working in a furniture manufacturing company. He has a younger sister. He is also getting training in pipe welding. He is planning to go abroad after the training.</p> 	<p>Rahim is a carpenter. He is 30 years old. He is married and has 2 children. He learnt carpentry from his uncle. He designs furniture for a dealer in Pune. He runs his own firm and supplies to the dealer. He is planning to start his own furniture showroom in the future.</p> 

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Complete the What I learned column in the KWL chart.



- Greetings can be formal or informal.
- Self-introduction helps others know about you.
- Using appropriate expressions to greet people in formal and informal situations is important.



Make a list of phrases used in greeting others. Try to recognize why they are formal or informal.

<https://youtu.be/chWUoIYBgjA>

<https://youtu.be/dOICQrRraMA>





## 16. Asking and Responding to Questions



At the end of this lesson, you shall be able to:

- distinguish a question from a response
- identify and use common phrases and expressions to ask and respond to questions
- ask and respond to questions.



A **question** is used to seek information, get doubts clarified and ask for help. A **response** is the answer given to the question. Responses provide information, clarify doubts and offer or decline help.

When a response is positive, we say 'yes'. If the response is negative, we use 'no' or 'not'.



What I already Know	What I Want to find out	What I Learned



a. Questions and responses

Question		Response (answer)	
Am Do Have Can Will	I?	I	am do have can will
Are Do Have Can Will	you? we? they?	You We They	are do have can will
Is Does Has Can	he? she? it?	He She It	is does has can will
Will			

b. Common words and phrases used as responses

Responses Common words/expressions	
Positive	Negative
Oh Sure. I'm sure. OK. Yes. Of course. Certainly. Definitely. It's possible.	I'm not sure. I'm doubtful. Never. I'm sorry. Not oK. None, rarely. No use. None. It's not true. It's not possible. It's impossible. Nobody. No, not yet.

### Set Phrases

in the train, on the phone, on the first floor, at the office, in the workshop, to the factory, on Friday, in 2019, at 8:00 a.m., from 1 to 1:30 p.m., for two years, for one hour, in the morning, last week, last year...



c. A negative response is formed by adding 'not' with the "to do/to be" form of the verb.

Positive (yes)	Negative (no)
is	is not = isn't
are	are not = aren't
was	was not = wasn't
were	were not = weren't
do	do not = don't
does	does not = doesn't
did	did not = didn't
have	have not = haven't
can	can not = can't
will	will not = won't

d. Types of questions and responses

a. Questions checking/confirming the present situation (what is happening or going to happen and what has just happened )	Responses (answers)	
	Positive (yes)	Negative (no)
Am I safe now? Are you a mechanic? Are we going to work tonight? Are they engineers?	Yes, you are. Yes, I am. Yes, we are. Yes, they are.	No, you're not. No, I'm not. No, we're not. No, they're not.
Is he a supervisor? Is she a clerk? Is it working well?	Yes, he is. Yes, she is. Yes, it is.	No, he's not. No, she's not. No, it's not.
Do you know him? Do we work on Sundays? Do they work every day?	Yes, I know. Yes, we work. Yes, they work.	No, I don't. No, we don't. No, they don't.
Does he work in the weekend? Does she know the job? Does it take more time to do?	Yes, he works. Yes, she knows. Yes, it takes.	No, he doesn't. No, she doesn't. No, it doesn't.
Have you reported the accident to the engineer? Have we complained about the damage to him? Have they lost their tools?	Yes, I have. Yes, we have. Yes they have.	No, I haven't. No, we haven't. No, they haven't.
Has he come today? Has she finished her job? Has the engine stopped working?	Yes, he has. Yes, she has. Yes, it has.	No, he hasn't. No, she hasn't. No, it hasn't.

b. Questions checking/confirming situations of the past (what happened yesterday/ last week/last year or before)	Responses	
	Positive (yes)	Negative (no)
Were you at the office yesterday? Were we doing the welding work last Sunday? Were they angry about the delay?	Yes, I was. Yes, we were. Yes, they were.	No, I wasn't. No, we weren't. No, they weren't.
Was the supervisor late yesterday? Was she working in the institute last year? Was the motor in a good condition last week?	Yes, he was. Yes, she was. Yes, it was.	No, he wasn't. No, she wasn't. No, it wasn't.
Did you use the wrench yesterday? Did we bring those tools last week? Did they gauge the object with micrometer? Did he meet the site engineer last evening? Did she connect the wires yesterday? Did it work properly yesterday?	Yes, I did. Yes, we did. Yes, they did. Yes, he did. Yes, she did. Yes, it did.	No, I didn't. No, we didn't. No, they didn't. No, he didn't. No, she didn't. No, it didn't.



c. Questions (asking for help/clarifying doubts)	Responses	
	Positive (yes)	Negative (no)
Will you give the pipe connection tomorrow?	Yes, I will.	No, I won't.
Can she hold the ladder?	Yes, she can.	No, she can't.
Will you help her measure the object?	Yes, I will.	No, I won't.
Should we operate the machine?	Yes, we should.	No, we shouldn't.
Will he cut all the wires?	Yes, he will.	No, he won't.

d. Questions that come with a choice	Responses (words)
Are you a fitter or a plumber?	Fitter
Would you like coffee or tea?	Tea
Are they coming on the 5th or the 6th June?	5th
Is the meeting today or tomorrow?	Today
Do you want a hammer or a screw?	Screw only
Is the training over or not?	Not over/not yet

e. Questions that are open/direct	Responses (phrases)
What is he doing?	talking on the phone
Who is he?	Anil, the mechanic
Where were you?	in the lab
Why are you late?	train was late
When is the lunch break?	12.30 to 1.00 p.m.
How should the engine be stopped?	press the red button
When did he reach the head office?	this morning
How long will you work?	for six hours
How much money will it cost?	ten thousand rupees



1. Read the sentences and identify the differences between questions and responses. Write Q for question and R for response in the space given.

- a. Are you a trainee?      Q
- b. Am I late?                      \_\_\_\_\_
- c. I'm fine.                              \_\_\_\_\_
- d. Is he a draughtsman?              \_\_\_\_\_
- e. Will you?                              \_\_\_\_\_
- f. No, I'm not.                              \_\_\_\_\_
- g. Is it raining?                              \_\_\_\_\_
- h. Are they ok?                              \_\_\_\_\_
- i. We are ok.                              \_\_\_\_\_
- j. Good morning!                              \_\_\_\_\_
- k. Certainly.                              \_\_\_\_\_





2. Look at the table of responses. Put a tick for the positive response and a cross for the negative.

Responses	✓ / X
Yes, he is.	
No, we are not.	
Not possible.	
She hasn't come.	
I won't.	
You can.	
I don't know.	
Yes, I am.	
No, he is not a fitter.	
Never.	
Good!	
None.	
Of course.	
Sure.	
She hasn't.	

3. Read the checklist given and tick your response in the appropriate box.

No.	Questions	Yes	No
1	Is the class interesting?		
2	Did you read the concept?		
3	Do you like the training?		
4	Are the activities useful?		
5	Are you learning to ask questions?		
6	Can you respond confidently?		
7	Are you familiar with all the responses?		
8	Will you complete all the activities?		
9	Are the activities easy?		
10	Have you finished reading all the questions?		

4. Fill in the blanks with positive or negative responses.

Are you safe?	Yes, I am.
Are you an engineer?	
Can you check the fuse?	
Do you know how to use a Vernier Caliper?	
Can you measure the height of an object?	
Does your friend know swimming?	
Did you read the newspaper?	
Can you ride bikes?	
Did you pay the examination fee?	
Will you attend the training in your institute?	
Have you finished reading all the questions?	



5. Use the responses as clues and complete the blanks with suitable question words (what, when, who, where, why, how). The first one is done for you.

**Responses**

- a. I'm fine.
- b. John
- c. Tomorrow
- d. Hyderabad
- e. Five
- f. Tools
- g. To tighten the nuts

**Questions**

- How are you?
- \_\_\_\_\_ is the plumber?
- \_\_\_\_\_ is the training?
- \_\_\_\_\_ is the training?
- \_\_\_\_\_ many spanners do you need?
- \_\_\_\_\_ do you want?
- \_\_\_\_\_ do you want the cutting plier now?

6. Match the following questions with appropriate responses.

A. Q	R	
a. How do you go to your ITI?	Bus broke down.	<input checked="" type="checkbox"/> d
b. What colour is the car?	It's on the first floor.	<input type="checkbox"/>
c. How was the programme?	In 2021.	<input type="checkbox"/>
d. Why are you late?	By walk.	<input type="checkbox"/>
e. When will you pass the ITI exam?	Excellent!	<input type="checkbox"/>
f. Where is the lab?	Blue.	<input type="checkbox"/>

B. Q	R	
a. Who is he?	It wasn't over.	<input type="checkbox"/>
b. Was the job over or not?	No, never.	<input type="checkbox"/>
c. Have you ever taken leave?	Not sure.	<input type="checkbox"/>
d. How many wrote the test?	He is a fitter.	<input type="checkbox"/>
e. Are you sure about the examination dates?	Mumbai.	<input type="checkbox"/>
f. Where were you born?	None.	<input type="checkbox"/>

7. Read the questions based on the picture and choose the right answer given in brackets.





Who is talking in the picture?	_____ (the lady/the mechanic).
Is the lady complaining about the car?	_____ (yes/no).
What is the mechanic doing in the picture?	_____ (talking/listening).
Is the mechanic responding to the lady?	_____ (yes/no).
Is there a conversation between them?	_____ (yes/no).

**8. Give suitable responses to the questions using the picture clues.**

a.



Questions	Responses
Is he a plumber?	
What tool is he holding?	
Does he fix pipes with this tool?	
What does he do?	
Can you do his work?	

b.



Questions	Responses
Can you see the electrician?	
What tool is he holding?	
Is he busy?	
Does he check electric supply?	
Is the bulb on or off?	

c.



Questions	Responses
Who is he?	
What tool is he holding?	
Can you see his face?	
How many cylinders are there?	
Have you done any welding work?	

d.



Questions	Responses
What is the man doing?	
Is he happy or upset?	
What is wrong with the car?	
Can you repair cars?	
Do you know a good mechanic?	

**9. Complete the blanks given in the dialogues and role play them with your friend.**

A: Hi! How are you?

A: \_\_\_\_\_ fix the pipe?

B: I'm \_\_\_\_\_. How about you?

B: Yes, I can.

A: Is it raining?

A: \_\_\_\_\_ is your ITI?

B: \_\_\_\_\_.

B: My ITI is near the park.

A: Then, take the umbrella.

A: When does your class start?

A: Do you want to read the manual?

B: \_\_\_\_\_.

B: \_\_\_\_\_.

A: Do you have the lunch break?

B: Yes, it is from \_\_\_\_\_ to \_\_\_\_\_.

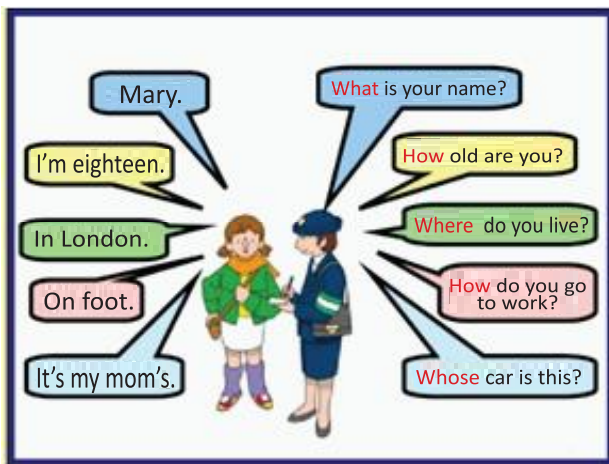


**KWL**

Complete the What I learned column in the KWL chart.

- Questions are used to seek information, for clarifying doubts and to get help.
- A response is an answer to the question.
- Responses help to gather details, clarify doubts and get help when needed. Responses can be either positive or negative.

Select a set of 5-6 questions of your choice and ask them to your friend next to you. Write your questions and your friend's responses in the table given.



Questions	Responses

<https://www.youtube.com/watch?v=t4yWEt0OSpg>

<https://eslvideo.com/quiz.php?id=28363>